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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 3600.2A

Effective Date: December 19,

2014

Expiration Date: December

19, 2019

[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: NASA Telework Program

Responsible Office: Office of Human Capital Management

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Preface

P.1 Purpose

- a. NASA's Telework Program is designed to provide a strategy to facilitate continuity of operations during emergency situations, reduce business costs, environmental impact and transit costs, and enhance work-life balance for employees.
- b. Telework arrangements can benefit both managers and employees in the following ways: enhance the recruitment and retention of a high-quality diverse workforce; assist in providing reasonable accommodations to individuals with disabilities, including employees who have temporary or continuing health conditions; provide for the continuity of operations during national or regional emergencies; reduce transportation-related stress and costs; improve morale by allowing employees to balance work and family demands; and encourage the highest employee productivity toward the accomplishment of the Agency's mission.
- c. This directive establishes the procedures and responsibilities for conducting the Agency Telework Program in accordance with the Telework Enhancement Act of 2010, which is codified in 5 U.S.C. Chapter 65. Center Human Resources Offices (HROs) should be consulted for further information and guidance.

P.2 Applicability

- a. This directive is applicable to NASA Headquarters and NASA Centers, including NASA's Component Facilities and Technical and Service Support Centers.
- b. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms: "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.
- c. Any reference to Center Director(s) or Centers includes the Executive Director, Headquarters Operations and the Executive Director of the NASA Shared Services Center (NSSC).
- d. In this directive, all document citations are assumed to be the latest version unless otherwise noted.
- e. The Office of Inspector General has statutory independence and may create a separate telework program that more effectively meets its mission requirements.

P.3 Authority

Telework, 5 U.S.C. Chapter 65.

P.4 Applicable Documents and Forms

- a. Federal Employees Compensation Act (FECA), 5 U.S.C. Chapter 81.

- b. Executive Agencies Telework Requirement, 5 U.S.C. § 6502 (a) and (b).
- c. Training and Monitoring, 5 U.S.C 6503.
- d. Telework Managing Officer, 5 U.S.C. 6505.
- e. The Telework Enhancement Act of 2010, Public Law 111-292.
- f. Determining an Employee's Official Worksite, 5 CFR 531.605.
- g. NPD 1382.17, NASA Privacy Policy.
- h. NPD 2540.1 Personal Use of Government Office Equipment Including Information Technology.
- i. NPR 1382.1, NASA Privacy Procedural Requirements.
- j. NPR 1441.1, NASA Records Retention Schedules.
- k. NPR 2810.1, Security of Information Technology.
- l. NPR 3713.1, NASA Policy on Reasonable Accommodations.
- m. NPR 4200.1, NASA Equipment Management Procedural Requirements.
- n. NPR 8715.1, NASA Occupational Safety and Health Programs.

P.5 Measurement/Verification

The Assistant Administrator for Human Capital Management (AA, HCM) shall establish Agency goals and reporting requirements to monitor and evaluate the effectiveness of NASA's Telework Program in accordance with 5 U.S.C. Chapter 65, specifically with regard to increasing participation to the extent practicable and actions to identify and eliminate barriers to maximizing telework opportunities.

P.6 Cancellation

NPR 3600.2, NASA Telework Program, dated January 6, 2010.

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